

Town of Rowe
Board of Selectmen – Minutes
Thursday, October 31, 2019 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Chuck Sokol at 6:30 p.m.

Announcement of recording devices: two recording devices

Present: Chair Chuck Sokol, Vice-Chair Jennifer Morse, Ed Silva, Selectman
Executive Secretary Janice Boudreau

Audience: Treasurer Joanne Semanie, Administrative Assistant Paul McLatchy III

Noteworthy Announcements: None

Correspondence/Citizen Comments as received.

Municipal Light Plant Broadband Project Updates and Discussion:

- Chair Sokol said there was an electronic document from Westfield Gas & Electric that needed to be signed for Installation.

Motion to Sign: Chair Sokol made a motion to sign and approve the Agreement with Westfield Gas & Electric for Installation work to be completed. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

- Executive Secretary attended the Broadband hut walkthrough and said the most pressing need was the cleaning and maintenance needed inside the hut every 2 weeks and changing the HVAC filter twice a year. Chair Sokol said he will contact the Custodian.

Liaison Reports (DPW, Fire, Police, Town Hall)

- **DPW:** Selectman Silva reported that DPW were cleaning ditches and performing winter preparations.
- **Police/Fire:** Vice-Chair Morse met with Police and Fire Chiefs regarding the radio communications change over to take place in the future. With the new system Rowe will be a “gray” area town with no coverage which is of great concern. Vice-Chair Morse said she will work with Police and Fire Chiefs to reach out at State Level to address these concerns. She will reach out to Tracey Rogers at Franklin Regional Council of Governments (FRCOG) who is the Emergency Preparedness Program Manager to get updates.
- **Town Hall:** Chair Sokol said that several departments at the recent all Boards meeting expressed interest in a facilities manager and having someone to review buildings and make recommendations of what requires attention. He said it was something that should be discussed further.

Subcommittee Updates: No Updates.

Selectboard Business

New Business

1. FRCOG Radio MOU: Vice-Chair Morse said the Fire Chief had reviewed the Memorandum of Understanding with FRCOG and Franklin County Emergency Communications Systems (FCECS).

Motion to Sign Agreement: Chair Sokol made a motion to sign the Memorandum of Understanding by and between FRCOG and Franklin County Emergency Communications Systems and the Town of Rowe. The motion, seconded by Vice-Chair Morse, was unanimously accepted. (vote: 3-0-0)

2. Health Care Flex Spending Account: Administrative Assistant Paul McLatchy III spoke about the Health Care Flex Spending Account. He said that American Fidelity provide for free, no cost administrative time for out of pocket medical expenses, including supplies. The program is not offered through the Hampshire Group Insurance Trust. It was decided to return in 2 weeks with additional information.
3. Appointment(s) to the Cultural Council: Cultural Council Chair asked that Kelle Quist be appointed to the Rowe Cultural Council.

Motion to Appoint: Chair Sokol made a motion to appoint Kelle Quist to the Rowe Cultural Council. The motion, seconded by Vice-Chair Morse, was unanimously accepted. (vote: 3-0-0)

4. Town Accountant Resignation, Appointment: Executive Secretary discussed some accounting options and the meeting she attended at FRCOG with Director of the Accounting Programs, Bob Dean and Administrators other towns. At the meeting there was discussion about working together to put a position that would offer benefits to attract a suitable candidate and work out the software piece. It was decided to communicate with FRCOG to continue to work on a solution. Bob Dean said that FRCOG was working on a solution to the training piece for municipal accounting for the future. Vice-Chair Morse said she knew of someone that may be interested in the position and would follow up with her.
5. Community Center Committee: Chair Sokol said that there was discussion at the all Board meeting about forming a committee to gather information if the Gracy House does not continue and what services that the town would want. Chair Sokol also said that the Gracy House committee will provide update to the Board in the near future to update their work.

Old Business

Continued discussion:

- a. Roof Over Mailboxes: Vice-Chair Morse will reach out to person who is working on the kiosk quotes for town dams to ask for quote for roof over the mailboxes outside of town hall per the request of a citizen.
- b. FY2021 Budget: Chair Sokol said he had no new updates.
- c. Beautification of the Broadband Hut: Selectman Silva reported that he was still waiting for Tom Danek quotes.

- d. Situational Awareness Training: Vice-Chair Morse said Police Chief is working on scheduling a time to provide a program with a State Policeman.
 - e. Summer Youth Programs Structure: tabled until next meeting
 - f. Property Tax Billing Schedule: It was decided to wait for DOR report.
 - g. Facilities Inspector (variation on facilities manager) discussed earlier
1. Follow-up on action items
 - a. Administrative Staff items and additional town hall updates:
 - Executive Secretary:
 - Vendor Bill: Executive Secretary said there was a vendor bill that needed payment by a line item transfer. It was decided to schedule a Special Town Meeting (STM) in early December for the purpose and to notify other Departments about whether they had any items for the STM.
 - Antique Safe: Executive Secretary asked about putting the antique safe out for a surplus property bid since the Historical Society did not want it. It was decided that she should first find seek an appraisal.
 - Admin Asst.: There was discussion about Administrative Assistant's request regarding records in Town Hall attic and to decide what records are kept. It was decided that he could eliminate whatever he can.
 - b. Chuck Sokol items: Chair Sokol said he had to get together with Administrative Assistant to work on materials for Town Counsel review.
 - c. Jenn Morse items: Discussed earlier
 - d. Ed Silva items: Discussed earlier

Contracts/Bid Awards:

1. Recycling Dividend Program Contract Between DEP and the Town of Rowe: Franklin County Solid Waste Management (FCSWMD) Director reported that Rowe was awarded a grant for \$2,800.00 for use at the Refuse Gardens for a project or projects of their choice within the guidelines that will be provided. A Contract first needs to be signed by the Board and returned to FCSWMD.

Motion to Accept Contract: Chair Sokol made a motion to accept the Recycling Dividend Program Contract Between Massachusetts Department of Environmental Protection and the Town of Rowe. The motion, seconded Selectman Silva, was unanimously accepted. (vote: 3-0-0)

2. Scope of Work Change Order – ADA Ramp Project Town Library: Two change orders were requested by the Library Director due to unforeseen circumstances encountered during the ADA compliant ramp project replacement.

Motion to Accept Scope of Work Change Order: Chair Sokol, accept change order # 2 at no cost, related to the Library ramp. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

Motion to Accept Scope of Work Change Order: Chair Sokol, accept change order # 1 for removal and replacement of sill boards and trim board and paint rain drip for the amount of \$2,500.00, the motion, seconded by Vice-Chair Morse, was unanimously accepted. (vote: 3-0-0)

3. DPW- Bid Award for Contracted Snow Removal: DPW Superintendent requested approval of a bid for contracted snow removal services for the school.

Motion to Accept Bid: Chair Sokol made a motion to accept the bid for plowing and sanding of Rowe Elementary School driveway and parking lot in the winter season of 2019-2020 not to exceed \$8,000.00 with Danek Excavating. The motion, seconded by Vice-Chair Morse, was unanimously accepted.

Paul McLatchy III made a comment about the coverage of mailboxes.

Meeting Minutes

- A. 10/3/2019 and 10/10/2019 :

Motion to Accept Minutes: Chair Sokol made a motion to accept the Minutes of October 3, 2019 and October 10, 2019. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

- B. 10/17/19:

Motion to Accept Minutes: Vice-Chair Morse made a motion to accept the Minutes of October 17, 2019 as amended. The motion, seconded by Chair Sokol, was unanimously accepted. (vote: 3-0-0)

Unforeseen Business (within preceding 48 hours)

- Fire Truck Bid: Executive Secretary said that Fire Chief had received a bid from the listing on a brokerage for the 1993 fire truck that was well under the value. Following discussion, it was decided to have the fire truck listed on the Muni Bid website to municipalities.
- Treasurer Training Update: Treasurer reported that she would be training the new Treasurer on Monday and is awaiting bonding. She is transitioning bills that are time sensitive to Administrative Assistant. Payroll training will occur with Administrative Assistant as well.
- Attic: There was discussion about old files that Administrative Assistant was in the process of organizing in the attic and throughout Town Hall. It was decided that he would reach out to the appropriate board and committee whenever possible as well as formally request record permission for destruction and refer to the state Record Retention Schedule.
- Quarterly Meeting: There was discussion about having quarterly financial meetings with Treasurer, Accountant, Collector, an Assessors, and Selectmen Chair.

WARRANTS:

Chair Sokol reported FY20 W10 and Payroll FY20 W09 were reviewed and signed.

Adjournment:

Seeing no further business, Chair Sokol made a motion to adjourn the Meeting at 7:46 p.m. The motion, seconded by Selectman Silva, was accepted. (vote: 3-0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary


Approval Date: NOVEMBER 14, 2019

Approved:

Chuck Sokol, Chair



Selectman Jennifer Morse, Vice-Chair



Selectman Ed Silva

Documents:

- Agenda 10/31/19
- Draft BoS Minutes for 10/03/19 & 10/10/19 & 10/17/19
- MOA- FRCOG and FC Emergency Communication System Oversight Committee and Users of the FCECS
- Recycling Dividend Program Contract Between DEP and the Town of Rowe
- DEP Recycling Program Update
- DEP Contract Recommendations
- Scope of Work Change Order – ADA Ramp Project Town Library
- 3 Price Quote Tally for DPW- Bid Award for Contracted Snow Removal
- Hill-Town Municipal Accounting Services, LLC
- Administrative Assistant Updates
- Executive Secretary Update
- Executive Secretary Notes on FRCOG meeting on 10/30/19
- MLP Manager notes on Broadband hut walkthrough

Mail:

- FCRHRA – Community Block Grant Report
- DEP – Recommendation for West MA Regional Recycling Program
- GCC Invitation to “Building Blocks for a Resilient Community”